

TRANSITIONS TO LEADERSHIP AND MANAGEMENT

Workshop - 6 hours **\$380.00 plus gst**

One-to-one training (per hour) **\$180.00 plus gst**

Moving into management for the first time can be daunting. This workshop will give new managers the skills they need to 'step up' to being highly effective in their new role. This practical workshop will cover the core management skills needed to become a successful manager and leader.

WHO SHOULD ATTEND:

New managers, team leaders and those aspiring to move into management.

BENEFITS:

Management of people requires a whole new range of business skills. This workshop provides an excellent introduction to these skills and gives you the tools to help improve the performance of your team.

TOPICS:

Our leadership programmes are based on 4 key competency areas:

Personal Awareness and Integrity

- ▶ Behaviour, attitude and performance
- ▶ Characteristics of leaders
- ▶ Giving and receiving feedback
- ▶ Basic EQ audit
- ▶ Personal and team SWOT

Relational Effectiveness

- ▶ Listening and questioning skills
- ▶ Time management
- ▶ Motivating individuals and teams

Strategic and Business Clarity

- ▶ Personal characteristics and strengths
- ▶ Goal setting and prioritising

Operational Impact

- ▶ Coaching skills

REGISTRATIONS:

Contact Natalie on 869-1445

Email: gistraining@bdo.co.nz

Online: www.buseducation.com

IN-HOUSE TRAINING:

Would your organisation benefit from customised training? We will deliver any of our programmes in-house and tailor them to the specific needs of your organisation.

CANCELLATION POLICY:

If a registrant wishes to cancel, five working days notice is required to receive a refund, less a 10% administration fee. If you are unable to give five working days notice, arrangements can be made at the discretion of BDO Training to transfer to another workshop or for another person to attend. Unless such notice is given, full workshop fees are payable and refunds will not be given.

BDO Training reserves the right to cancel or postpone a workshop. At this time you can either:

1. Receive one-on-one training on the workshop topic; or
2. Transfer to another workshop (if you are using a NZTE Capability Development Voucher, please contact the Regional Partner to see if this can be transferred); or
3. Have the workshop fee refunded in full.